



GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF FORESTS

Office of the Principal Chief Conservator of Forests & Chief Executive Officer,  
West Bengal Compensatory Afforestation Fund Management and Planning Authority

Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector – III, Kolkata: 700 106

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Visit us at: [www.westbengalforest.gov.in](http://www.westbengalforest.gov.in).



Memo. No. 231 /CAMPA/2C-203/2021-22

Dated, Kolkata.02.09.2021

**Notice Inviting Tender: - Tender NIT No: 02/CAMPA/2C-203/2021-22**

Conservator of Forest & Joint Chief Executive Officer, West Bengal Compensatory Afforestation Fund Management Authority, on behalf of the Governor, Govt. of West Bengal invites tenders for the following work(s) from the eligible Tenderers /Suppliers as detailed in the table below

**1. Schedule of Works for which the Tender is invited**

Quotation No.	Name of the Work	Estimated Amount (Rs)	Location of Work	Earnest Money **	Price of Technical & Financial Bid documents (Rs.)	Period of Completion of work (days)
NIT No. 02/CAMPA/2C-203/2021-22	Third Party Monitoring of WB CAMPA works for the F.Y. 2019-20	Rs. 4,97,800/- ( inclusive of all taxes and charges)	In o/o the PCCF & CEO, WB CAMPA, Aranya Bhawan, 3 <sup>rd</sup> Floor, Block-LA, 10A, Sector-III, Kolkata-700106	2% of Rs. 4,97,800/- = Rs. 9956/-	Download at free of cost from Tender document available at <a href="http://www.wbcampa.org">www.wbcampa.org</a> & <a href="http://westbengalforest.gov.in/">http://westbengalforest.gov.in/</a>	30 days from the date of issuing of work order.

**2. NATURE & SCOPE OF WORK:**

Tenders are invited from Organisation for monitoring of WB CAMPA works for –

Logistic support from West Bengal Compensatory Afforestation Fund Management and Planning Authority (WB CAMPA) may also be specified as field work may involve many Forests Division / Field Unit in the entire State of West Bengal.

All such interested Organization may be requested to be present for discussion regarding modalities of Monitoring works and/or for financial implications in meeting with WB CAMPA Officials at WB CAMPA Office on mutually suitable Date & Time.

Selection process of suitable Organization will be facilitated by Tender Committee, WB CAMPA after scrutinizing the details of proposals, both technical & financial. Decision of PCCF & CEO, WB CAMPA will be final and binding in this regard.

Third party monitoring report is a mandate under CAF Act, 2016, u/s 16(1) and all such report, data will be sole property of WB CAMPA authorities and not to be used for any other purpose without written approval of Competent Authority of WB CAMPA.

Organization includes a wide variety of private and public entities including consulting firms, engineering firms, management firms, universities, research institutions, Government agencies, non-Government organizations (NGO) and experts.

Such Organization will have to submit Interim report of monitoring as and when desired by WB CAMPA Office.

Details of works, location (Division) for plantation & non-plantation works are attached in **Annexure-I and II.**

### **Methodology**

1. For plantations / afforestation related activities following format shall be adopted:-

Nature of Works	Name of Division	Range	Beat	Mouza /Block / Compt	Latitude	Longitude	Area	Weighted average survival % *	Avg. height	Date of monitoring

Monitoring of plantation/afforestation works should be carried out based on standard plantation/afforestation sampling methodology.

\* Performance, based on the weighted average survival percentage, the plantations (2019) shall be grouped as follows:-

Sl No.	Category	Weighted average survival %
1	Category A	75% and above
2	Category B	74-60%
3	Category C	59-40%
4	Category D	Less than 40%



2. For non-plantations / assets creations/ others activities, following format shall be adopted:-

Item of works	Division Range/Beat/ Geo-location (as applicable)	Physical (unit)	Financial (Rs.)	Secondary data (any document visited/verified) at HQ/Division/Range end	Ground truthing (visit/photography/ videography/ measurement)	Information based on interaction with stake holders etc.	Remarks or Scoring (1 to 5 scale) **

**\*\* Marking criteria:-**

- 5- Verified physically and with documents.
- 4- Verified physically but documents are not traceable.
- 3- Verified from available documents only.
- 2- Verified with other sources (Circumstantial evidences).
- 1- Could not be traced.

**3. Preparation of draft report-**

A draft report should have the following:-

- 1. Executive Summary
- 2. Introduction
- 3. Methodology adopted: (i) Plantation activities and (ii) Non Plantation activities.
- 4. Results
- 5. Discussion / Conclusion
- 6. Annexure

**4. Timeline for the work programme-**

Sl no	Item of work	Timeline
1	Collection of Field data	30 days from the date of issuing of work order
2	Submission of Interim report	17 <sup>th</sup> day from the date of issuing of work order
3	Submission of draft report	35 <sup>th</sup> day from the date of issuing of work order
4	Submission of final report	45 <sup>th</sup> day from the date of issuing of work order

### **Terms of Reference:**

1. List of manpower with academic background present designation, work experience, field of specialization to be required.
2. Details of Field Units/Divisions along with contact details to be provided.
3. Details of schedule of field visit to be intimated in advance to CF & Joint CEO, WB CAMPA 5 working days before the actual field visit for informing and keeping field units in full preparedness.
4. Fooding for visiting Officials to be arranged at their own cost and which will be part of their claim and this is to be included within quoted rate.
5. Travelling within the District may be on hired car as per situation but travelling from Kolkata or Head Quarter of Organization to Division/District Head Quarter will be preferably by available mode of public transport in designated class. All such expenses may please be considered in quoted rate for the NIT.
6. All incidental charges, stationary, instruments, photography, videography will be within quoted rate.
7. Honorarium / remuneration for manpower (own or hired), technical staffs will be will be within quoted rate.

### **Man Power (Human Resource) Requirement**

Firm / Society / Trust should have persons from the field of:

- Forest/Environment
- Statistician
- Scientist
- Field Evaluator
- Team Leader



### 3. IMPORTANT POINT OF REFERENCE:

<b>Tender Inviting Authority</b>	<b>Jt. CEO, West Bengal CAMPA</b>
Name of the Work	Monitoring of WB CAMPA works for the F.Y. 2019-20. {Refer Annexure I& II}
Tender Notice No.	02/CAMPA/2C-203/2021-22
Date of Publication of Tender – Newspaper, Online & Download start date	13-09-2021
Date of Pre Bid Meeting with the intending bidders In the office of the Office of the Principal Chief Conservator of Forests & Chief Executive Officer, WBCAMPA Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector – III, Kolkata: 700 106	16-09-2021, 11.00 A.M.
Last date and time for submission of Bids	20-09-2021, 1.00 P.M.
Opening of Technical Bids	20-09-2021, 3.00 P.M.
Place of Opening of Technical Bids	Office of the Principal Chief Conservator of Forests & Chief Executive Officer, WB CAMPA, Aranya Bhawan, Block–LA–10A, Sector–III, Salt lake City, Kolkata–106.
Declaration of the results of Evaluation of Technical Aspects	21-09-2021, 2.00 P.M
Opening of Financial Bids	22-09-2021, 2.00 P.M
Declaration of the Final result	Subject to Approval by the Authority.

**Note:** 1). In case of any unscheduled holiday or on days of Bandh or natural calamity on the aforesaid dates or any emergency for the officer responsible for opening bid the next working day will be treated as scheduled / prescribed date for the same purpose.

2). The Tender Inviting Authority may change the venue of opening the Technical or Financial Bids in case of exigent circumstances like breakdown of communications link or conditions of force majeure.

3). The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.

## GENERAL TERMS AND CONDITIONS

### **1. Earnest Money Deposit (EMD):**

- A. **Mode of Payment:** "Earnest Money Deposit (EMD)" **Rs.9,956/- (Nine thousand Nine hundred Fifty Six only)**. EMD is to be deposited by bank draft in favour of **PCCF & CEO, WBCAMPA**. The same must be enclosed with the Tender Form in Original & without it Tender Form will not be accepted by the undersigned.
- B. There is no exemption, in general, for any of the eligible tenderers towards cost of tender document fee & EMD. The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category.
- C. **Refund of EMD:** The EMD of the unsuccessful Tenderers deposited will be refunded without any interest on receipt of application addressed to the Principal Chief Conservator of Forest & Chief Executive Officer, West Bengal Compensatory Afforestation Fund Management and Planning Authority.
- D. The Earnest Money of all other Tenderers shall be refunded after release of acceptance letter in favor of the qualified lowest bidder on receipt of application from Tenderers, except the bidder who is awarded the contract work EMD shall be retained as until signing of an agreement, submission of Security Deposit and issue of work order.
2. The Tender is being floated with Administrative Approval and Financial Sanction from appropriate authority. The undersigned shall have the discretionary power to cancel the Tender out right without assigning any reason there off.
3. **Submission of Tender Paper-**The Tender shall be required to be submitted in sealed cover, by official designation, i.e. **Office of the Principal Chief Conservator of Forests & Chief Executive Officer, West Bengal Compensatory Afforestation Fund Management and Planning Authority (WB CAMPA), Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector-III, Kolkata- 700106**, super scribing the Tender Notice Number. Two bid system of submission of Tender shall be followed. Financial bids of the bidders shall only be opened if the intending bidders qualify in the technical bid to be decided by the Tender committee constituted for the purpose. The decisions of **Tender Committee** will be final. The members of **Tender Committee** are as follows:
- (i) OSD & DCF, WB CAMPA
  - (ii) Dy. CEO, WB CAMPA
  - (iii) FA & CAO, WB CAMPA
4. The sealed envelope should consist of another two sealed envelopes-
- A. Technical Bids and Other Document and
  - B. Financial Bid
- A. **The Technical Bid** should consist of following document- Paper related to Organization Details such as:
- (i) **Eligibility Criteria-** Bonafide organization having valid Income Tax, PAN, GST Registration Number, having experience of similar nature of work during the last 3 financial years to any Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government may apply for the Tender. The intending bidders must be having financial credential of similar nature in as per NIT. The financial credentials thus submitted should not be more than three years' old.



(ii) **Credential-** Intending bidders shall be required to be submitted financial credential of similar nature of works during the last 3 financial years to any Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government, not more than three (3) Years old. (a) All categories of intending Organization shall have satisfactorily completed as a prime agency during the last 3 (three) years prior to the date of issue of this Tender Notice either of the following:

(a) At least one job of similar nature with an estimated cost 50% to or more than the estimated cost put to this notice; or

(b) At least two jobs of similar nature with an estimated cost of each of the works equal to at least 25% of the estimated cost put to this notice in any one year; or

(c) At least three jobs of similar nature with an estimated cost of each of the works equal to at least 20% of the estimated cost put to this notice in any one year,

For the purpose of this project 'similar works' mean monitoring, review, interim monitoring, evaluation etc. in any Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government.

Copy of Last Income tax Submission Certificate, Copy of Last GST submission certificate, Copy of PAN, GST Registration, Receipt of submission of EMD deposit (Original), Details of Financial Credentials, past credential of carrying out similar nature of works.

**Affidavit:** The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded, debarred or blacklisted during the last 3 (*three*) years by any Government or PSU. Such abandonment or rescission will be considered as disqualification towards eligibility. A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive and be submitted along with technical bid. Format is enclosed.

Work credential as per schedule to any Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government during within last three financial years including current financial years should also be submitted. The work credential should be of similar nature in as per the Tender notice implemented in a particular financial year.

**(B) The Financial Bid** should be submitted in prescribed format attached with the Tender paper. The financial bid should be **inclusive of all taxes and charges**. The Tender paper should be submitted in the Tender box specifically earmarked for the purpose. **Only one rate shall be quoted for the entire work.** Tender paper submitted otherwise shall not be accepted under any circumstances. Further, no extension of time of submission of Tender paper shall be entertained under any circumstances and the Tender box shall be sealed after laps of due time and shall be opened on due time in presence of the bidders as they may remain present.



## 5. NORMS FOR FINALISATION OF THE BIDS:

The Evaluation of the tender will be done by a Committee based on the principle of **Quality cum Cost Based Selection (QCBS)**.

The details of the process are described below:

The evaluation of the proposal shall be carried out in two stages.

In the first stage, evaluation of the technical proposal will be taken up. Proposals which are received unsigned or are incomplete (i.e. when the required bid formats and /or supporting documents have not been submitted) will be summarily rejected. Then technical documents of firm and its team experience will be evaluated amongst qualifying bidders.

In the second stage, evaluation of the financial proposal of the technically qualified bidders will be taken up.

**The weightage assigned for bids is Technical bids: Financial Bids = 65:35. The final Assessment will be based on the 65% of Technical + 35% of financial scores.**

Any modification subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criterion, General Terms and Conditions and compliance to the scope of work requirement etc.

## 6. Evaluation of Technical Bids

The Technical Bid will be examined by a Committee to be constituted by the PCCF and CEO, WBCAMPA. Evaluation will be done on the basis of the evaluation criteria and scoring pattern.

Sl. No.	Criteria / Sub-criteria	Max. Marks	Documentary Proof
A	Establishment of the Firm/Society/Trust etc. relevant to the assignment		Certificate of Practice and Constitution Profile of the Firm/Society/Trust etc. <b>Refer: Form-II</b>
	Date of establishment ( < 3 years = 0 marks) ( > 3 – 5 years = 6 marks) ( > 5 – 7 years = 10 marks) ( > 7 – 10 years = 12 marks) ( > 10 years = 15 marks)	15	
B	<b>Average Annual Turnover :</b> < 10 Lakh = 0 marks, >= 10 Lakh < 20 Lakh = 6 marks, >= 20 Lakh < 40 Lakh = 10 marks, >= 40 Lakh < 50 Lakh = 12 marks, >= 50 Lakh = 10 marks	10	Copy of Profit & Loss A/c. and Balance Sheet of F.Y. 2017-18, 2018-19 and 2019-20 along with <b>Refer: Form-III</b>
C	Significant achievement on Forestry and Forestry related works by the Firm/Society/Trust.	10	Work Completion Certificates and other related documents /

D	Experience of the Firm/Society/Trust in same or similar assignments of 1) Monitoring, Survey, Research work and Inventory of Forest under Govt of India. (20 Marks) 2) Monitoring, Survey, Research work and Inventory of Forest under State Govt.(20 Marks) 3) Monitoring, Survey, Research work and Inventory of Forest under PSU(Central/State) & others Statutory body (Central /State).(10 Marks)	50	Statement of Experience -along with Copies of Work Orders <b>Refer: Form-IV</b>
E	List of team members having experience in Monitoring, Survey & Research works with respect to Forestry & allied activities. (5 marks for each member having more than 3 years of experience (Max. 15 marks)	15	List with details of name, age, academic & professional qualifications and experience in working in Monitoring, Survey & Researchworks with respect to Forestry & allied activities. (in years) <b>Refer: Form-V</b>

### 7. Uploading of summary list of technically qualified Tenderer (1st round)

Pursuant to scrutiny and decision of the **Tender Evaluation Committee (TEC)**, the summary list of eligible tenderers with the serial number of work(s) for which their Financial Proposals will be considered will be uploaded in the web portals. While evaluation, the Committee may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposals will be liable for rejection.

### 8. Opening and Evaluation of Financial Proposal:

Financial proposals of the Tenderer declared technically eligible by the Tender Evaluation Committee will be opened on the prescribed date, normally immediately after Technical Bids of the Tenderer but may vary as per the time requirement for procedural formalities.

### 9. Evaluation of Financial bids

The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below:

- The total financial score for evaluation of financial bids is 100
- The list of Bidder will be ranked in ascending order, i.e. the Bidder who quoted the lowest amount (L1) will be ranked first and so on. For the purpose of this tender the participating bidder who would quote the lowest gross amount as Financial quote, will be ranked L1 and will be assigned 100 points. Other bidders, viz: L2, L3 etc. will be compared against the financial quote of the L1 and points assigned accordingly. For example, if the quote of L1 IS Rs.200/- & that of L2 is Rs. 400/-, then L1 will be awarded 100 points (maximum) and L2 will be awarded  $(200/400) \times 100 = 50$  Points.

**Total Score Secured = 65% of Technical Score (achieved) + 35% of Financial Score (Achieved).**



## 10. Uploading of summary list of finally qualified Tenderer (2nd round)

After evaluation of Financial Proposal, may publish the final summary result containing inter-alia, name of tenderers and the rates quoted by them provided Tender evaluation committee is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.

- 11. Time to complete the work-** Third party Monitoring of WB CAMPA works for the F.Y. 2019-20 within 30 days after issue of work order & letter by the L1 bidder. Allowing time extension shall be the discretionary power of the Tender issuing authority. In case of delay penalty may be imposed after initiating other legal means like forfeiting the security etc, if undersigned deems fit.

## 12. Security Deposit:

- a) The successful Tenderer to whom a Letter of Acceptance has been issued shall submit within 10(ten) days from the date of Letter of Acceptance, **Security Deposit which is 3 % (Three Percent)** of the contracted value of work shall have to be submitted by **L1 bidder under proper Head of Service along with proper format to the RBI for transferring the Security Deposit to operator code of DDO CAMPA in PAO-III or by depositing Demand Draft in Favour of PCCF & CEO WB CAMPA.** The depositing of demand draft is done as an instrument for security deposit, as currently there is no operator code available to WB CAMPA for depositing security money. Failure in depositing this amount shall render the contact liable to termination without reference to the organisation and in such case. After submission of Security Deposit an agreement as per given format shall have to signed on Stamp Paper (cost of Stamp Paper shall be borne by Tenderer) and signed agreement shall have to notarized from Public Notary. After that formal work order will be issued.
- b) Security Deposit will be released without any interest on receipt of application addressed to the PCCF and Chief Executive Officer, West Bengal, from Organisation after lapse of Security Period- i.e., two (02) months after completion of the work or three (3) months from the date of final payment to the successful Tenderer.
- c) The Security Deposit in respected of his Tender will be refunded to them at the end of the contract period subject to submission of final report in required norms and subject to satisfactory performance.
- d) In case of any irregularity or violation of the terms and conditions of the contract agreement, the Security Deposit will be forfeited in addition to any legal actions as deem fit & required.

## 13. Specification of Work:

Specifications are given in **Annexure I & II**. Interested Tenderers should go through it carefully and quote the rate.

14. The Agency is required to be entered in to an Agreement after selection of L1 bidder for the works Monitoring of WB CAMPA works for the F.Y. 2019-20.
15. The **PCCF & CEO, WB CAMPA**, reserves the right to place work order as per availability of fund and receiving the Administrative Approval.
16. The **PCCF & CEO, WB CAMPA, WB CAMPA** reserves the right to cancel the Tender, if necessary, without assigning any reason whatsoever.
17. The undersigned or his representatives will inspect the works related to monitoring, take or suggest necessary rectification as and when required. The Tenderers should render the required co-operation in this regard.



18. During the inspection by the undersigned or his representative, if the quality of the monitoring work is not found up to the standard, the Organization is bound to rectify the monitoring work to the satisfaction of the undersigned or his representative. Otherwise, the work order will be cancelled and the security deposit will be forfeited to the Govt. of West Bengal.
19. The Tenderer will submit bills in triplicate with a copy of work order, bank details, supply challan etc. duly signed.
20. The Tenderers are required to inspect document enclosed with NIT before submission of the Tender and future ignorance of any such item will not be entertained.
21. All works are required to be carried out as per plan and specification & estimate of the project subject to the modification by the undersigned at any point of time during execution of the work duly notified to the Organization, within the project cost.
22. Statutory Deduction: Income Tax, GST, Labour Welfare Cess, as applicable, shall be deducted from the Gross amount of Bill.
23. The successful Tenderer will not assign any part of the work to any other organization.
24. Rate offered in the estimate is the final and Tenderer will not have any further claim.
25. The acceptance of the Tender will be subject to the receipt of the approval of the higher authorities and availability of fund. The undersigned will not be responsible for any loss sustained by the Tenderer in the event of non-receipt of Government sanction.
26. The payment of bill for any work will be made according to the availability of fund and approval of higher authorities wherever applicable and no claim to delay in payment will be entertained.
27. The terms and conditions of this "Tender Notice inviting Tender" is part and parcel of the contract form.
28. In case of any dispute in execution of the work and report thereof, **PCCF and CEO, West Bengal Compensatory Afforestation Fund Management and Planning Authority** will act as Appellant Authority and his decision will be final and binding.
29. Work order shall only be issued when the administration approval and financial sanction from appropriate authority.
30. The Organization shall comply with all State and Central Laws, Statutory Rules, Regulations, etc., such as The payment of wages Act, The Minimum Wages Act, The workmen's Compensation Act, The Employer's Liability Act, The industrial Disputes Act, The Employees' Provident Fund Act, Employees' State Insurance Scheme, the Contract Labour (Regulations and Abolition Act, 1970) and other Acts, Rules and Regulations for labour as may be enacted by the Government during the tenure of the Contract and having force or jurisdiction at site. The organization shall give to the local Governing Body, Police and other concerned Authorities all such notice as may be required under law.
31. The organization shall pay all taxes, fees, license charges, deposits, duties, tolls, royalty, commissions or other charges which may be leviable on account of any of his operations connected with this contract. In case the Tender Inviting Authority makes any such payment, it shall be recovered from the organization bill.

32. During scrutiny, if it comes to the notice of the Tender Inviting Authority that the credential or any other paper found incorrect / manufactured / fabricated / fake, such Tenderer bids shall be rejected without any prejudice bids, bidder would not be allowed to participate in the Tender.

The CF and Jt. CEO, West Bengal Compensatory Afforestation Fund Management and Planning Authority, Government of West Bengal, reserves the right to cancel the N.I.T. due to unavoidable circumstances after approval of PCCF & CEO, WB CAMPA and no claim in this respect will be entertained.

33. The organization's any of the documents on verification if found incorrect / manufactured / fabricated / fake or false in that case awarded contract work liable to be terminated with imposition of penalties or penalized as deemed fit. The balance work shall be awarded on risk and cost basis Tender.
34. The decision of PCCF & CEO, WB CAMPA, West Bengal Compensatory Afforestation Fund Management and Planning Authority shall be final and binding to follow in case of any discrepancy arises between two similar clauses contained in contract agreement.
35. The organization is liable to pay the skilled, unskilled and other labour wages as per existing rules.
36. Deduction of STDS, TDS, GST & Other tax etc, if applicable shall be made as per rule in vogue.  
**The Tender value inclusive of all direct & indirect taxes.**
37. All these terms and conditions along with such other terms and condition as the undersigned deems fit shall form a part of the agreement which is required to be made by the successful bidder with the undersigned.
38. Validity of the Tenderer will be 01 (one) year from the date of submission of the Tenderer or up to the end of financial year, as may be decided by the appropriate authority.
39. If Tenderer can complete the assignment satisfactorily and successfully, the validity of Tender may be extended maximum up to three years subject to the approval of the Tender committee and PCCF and CEO, WBCAMPA.



**Conservator of Forests  
&  
Jt. CEO, WBCAMPA**



### **Additional Terms & Conditions.**

1. Notwithstanding anything contained in the form in which the contract is executed the following shall constitute terms and conditions of contract and shall be binding on the Firm.
2. The acceptance of the Tender including the right to distribute the work between two or amongst more than two Tenderers will rest with the competent authority without assigning reason thereof. The **PCCF & CEO, WB CAMPA** reserves right to reject any or all Tenders without assigning any reason thereof.
3. The Tenderer shall have to comply with the provisions of (a) Contract labour (Regulation & abolition) Rules, 1970 (b) Minimum Wages Act 1948 or the modification thereof or any other laws relating to the rates as will be in force from time to time.
4. Conservator Forests and Joint Chief Executive Officer, West Bengal Compensatory Afforestation Fund Management and Planning Authority or his authorized representative shall not entertain any claim whatsoever from the Firm for payment of compensation.
5. The Tender Inviting Authority or the Society shall not be held liable for any compensation due to any circumstances such as untimely rains, other natural calamities, strike etc.
6. No Price preference will be applicable to W.B. Govt. Undertaking, as per Finance Dept. G.O. No. 8648-F(Y), dated 12<sup>th</sup> October 2012.
7. Imposition of any duty/tax rules etc whatsoever of its nature (after work order/Commencement and completion of the work) is to be borne by the Tenderer.
8. **No mobilization/ secured advance bill will be allowed.**
9. GST, Cess, Income Tax, Ferry Charges and other Taxes if any are to be paid by the Firm. No extra payment will be made for these. The rate quoted in financial bid must be inclusive of these.
10. All working tools will have to be arranged by the Firm at his own cost.
11. In case any clarification is required, the interpretation of the Officer-in-Charge will be final.
12. The final acceptance of the Tender will be subject to the receipt of approval of higher authorities.
13. Final payment will be made after completion of all works in the field & checking by authorised officer. The authorised officer may check the quality of the root trainers supplied at any point of time before submitting the report of completion.
14. Cost of Carriage of materials from go-down to work site should also be included in the rates. No extra payment will be made on this account. Rate should include delivery should be on site of the finished product
15. **PCCF and CEO, WB CAMPA** reserves the right to cancel the agreement at any point of time during the execution of the work if it not done as per the specifications or any terms & conditions are violated by the Firm.



- 16 The successful Tenderer will not assign any or part of the work(s) to any other Firm/agency.
- 17 **The intending Tenderer (bidder) shall satisfy themselves that the products/services are in conformity with the design and specification mentioned in the NIT.**
- 18 **PCCF and CEO, WBCAMPA** or his authorised representative will be the Officer-in-Charge in respect to the contract and all correspondences concerning rates, claims, change in specification and/or designation similar important matters will be valid only if made by the Officer-in-Charge. If any correspondence of above Tender is made with Officers other than the Officer-in-charge for speedy execution of works, the same will not be valid unless copies are sent to the Officer-in-Charge and approved by him. The instruction given by the Head of Management UNIT who has been authorized to carryout the work on behalf of the Officer-in-Charge and his authorised representative shall also be valid regarding specification, supervision, approval of materials and workmanship. In case of dispute, the decision of Officer-in-Charge shall be final and binding.

  
**Conservator of Forest  
&  
Jt. CEO, WBCAMPA**

**Memo No.: 232/CAMPA/2C-203/2021-22**

**Dated, Kolkata, 02/09/2021**

Copy for information and wide circulation through his office notice board to: -

1. The Principal Chief Conservator of Forests (HOFF), West Bengal
2. The Principal Chief Conservator of Forests & CEO, WBCAMPA
3. The Deputy Conservator of Forests and OSD, WBCAMPA
4. The Deputy CEO, WBCAMPA
5. The Chief Account Officer, WBCAMPA
6. The Deputy Conservator of Forests, MIS, WB, Aranya Bhawan. He is requested for making arrangement of uploading the enclosed "Tender Notice" in our official website.
7. Publicity Division for display in Notice Board and circulation in local office
8. Office Notice Board
9. The Accounts Section.
10. The Guard File.

  
**Conservator of Forests  
&  
Jt. CEO, WBCAMPA**

**FORM-I**  
**APPLICATION**

**To**

**The Conservator of Forests  
& Jt. CEO, WBCAMPA**

Subject: (Name of the Work with Tender reference no.) \_\_\_\_\_

Reference :( N.I.T. No.) \_\_\_\_\_

Dear Sir/Madam,

Having examined the Statutory, Non-statutory and NIT documents; I/We hereby submit all the necessary information and relevant documents for evaluation.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents is attached herewith.

I/We are interested in bidding for the work mentioned above

I/We understand that

(a) Tender Inviting Authority and Accepting Authority can amend the scope and value of the Contract bid under this project

(b) Tender Inviting Authority and Accepting Authority reserve the right to reject any tender without assigning any reason.

The application is made by me/us on behalf of \_\_\_\_\_ in the capacity of \_\_\_\_\_ duly authorized to submit the tender.

Enclosure:

(1) Technical Proposal (Envelop-1/Folder)

Date: \_\_\_\_\_

Signature of authorized officer of the firm

Title & Capacity of the officer:

Name of the Firm with Seal

**FORM – II**

**STRUCTURE AND ORGANISATION**

A.1. Name of the applicant (Tenderer):

A.2. Office Address:

Telephone No.:

Fax No.:

A.3. Name and address of Bankers:

A.4. Attach an organization chart showing the structure of the company with names of key personnel and technical staff with Bio-data as per format given below.

Date: \_\_\_\_\_  
firm

Signature of authorized officer of the

Title & Capacity of the officer:

Name of the Firm with Seal

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Note: Application covers Proprietary Firm, Partnership, Pvt. Ltd. Company or Corporation



### FORM-III

#### **Average Annual Turnover Certificate**

This is to certify that the following statement is the summary of the Average Annual Turnover as required per requirements of Tender by the firm (Name of the Firm)--

Sl. No	Financial Year	Turnover rounded up to Rs in lakh (two digit after decimal)
1	2017-2018	
2	2018-2019	
3	2019-2020	
Total		

Average Annual Turnover of Last Three (3) Years : In Rs.                      lakhs

**Stamp & Signature**

**FORM-IV**  
**EXPERIENCE PROFILE**

**LIST OF PROJECTS COMPLETED THAT ARE SIMILAR IN NATURE TO THE WORKS**

Name of the Employer	Name, Location and nature of work	Name of authorized supervisor with designation	Contract price in Indian Rupees	Percentage of participation of Company	Original date of starting work	Original date of completion of work	Actual date of starting of work	Actual date of completion of work	Reasons for delay in completion

Note : a) Certificate from the employers to be attached .

b). Non-disclosure of any information in the schedule will result in disqualification of the firm.

Date.....

Signature of authorized officer of the firm:

Title & Capacity of the officer:

Name of the Firm with Seal:



**FORM-V**  
**List of team members with experience**

SL. NO.	NAME& AGE	QUALIFICATION	EXPERIENCE IN YEARS	NATURE OF EXPERIENCE
1				
2				
3				
4				
5....				

**Stamp & Signature**

## AFFIDAVIT

**(To be furnished in non-judicial stamp paper of appropriate value duly notarized)**

(I) I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the undersigned.

(II) The undersigned also hereby certifies that neither our firm M/S \_\_\_\_\_ nor any of constituent partners had been debarred to participate in tender by the Directorate of Forests /Government of West Bengal or any of the Statutory Bodies or Government Organizations in favour of whom credentials are preferred by the undersigned towards eligibility criteria claim; during the last 5 (five) years prior to the date of this N.I.T.

(III) The undersigned would authorize and request any Bank, person, Firm, or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Deputy Conservator of Forests, WL (HQs), W.B. herein referred to as the Tender Inviting & Accepting Authority, to verify this statement.

(IV) The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Tender Inviting & Accepting Authority.

(V) Certified that I have applied in the tender in the capacity of individual/as partner of a firm & I have not applied severally for the same job.

Date: \_\_\_\_\_

Signature of authorized officer of the firm

Title & Capacity of the officer:

Name of the Firm with Seal



**FORM-VI**  
**FINANCIAL BID FORMAT**

<b>Name Of Work Tender</b>	<b>Amount Put to Tender (Inclusive all taxes)</b>	<b>Rate Quoted by the Bidder (%above or less or at per)</b>	<b>Tendered amount both in Figure &amp; Words</b>
(1)	(2)	(3)	(4)
<b>Monitoring of WB CAMPA works for the F.Y. 2019-20</b>	<b>Rs. 4,97,800/- ( inclusive of all taxes and charges)</b>		

Declaring that the item against which there are fixed Govt. rate such as minimum wage rate etc. shall be obeyed in letter in spirit & rate is inclusive of all taxes.

Signature of the Tenderer with Seal & date

**Annexure-I**

**Plantation works of WB CAMPA for the year 2019-20**

Category	Division	Particulars of work	Advance			Creation				Maintenance			
			Physical	Unit	Financial	Physical	Unit	Financial	DFL/NFL	Physical	Unit	Financial	Year of Maintenance
CA	Kurseong		25	Ha	2,83,025.00	17.14	Ha	12,85,500.00	DFL		Ha		
CA	Darjeeling		38	Ha	9,10,264.00		Ha			104.61	Ha	19,43,976.00	1st year- 57.03 ha, 2nd year- 20.88 ha, 3rd year- 20 ha, 6th year- 6.70 ha
CA	Malda		2	Ha	2,00,000.00								
CA	Baikunthapur		65	Ha	25,81,020.00								
CA	Kalimpong		57.65	Ha	13,96,206.00	11.5	Ha	8,62,500.00	NFL	10.94	Ha	3,85,000.00	1st year
CA	Gorumara Wildlife					40	Ha	21,03,312.00	NFL	10	Ha	53,580.00	
CA	BTR East					21	Ha	18,93,598.00	DFL	12	Ha	3,64,480.00	1st year
CA	Jalpaiguri					8.06	Ha	8,38,565.32	DFL	2	Ha	34,000.00	3rd year
CA	Jaldapara Wildlife									25	Ha	2,50,000.00	1st year
CA	CoochBehar									1.56	Ha	50,048.00	1st year
CA	BTR West									66.5	Ha	16,62,500.00	2nd year
NPV	Jaldapara Wildlife	Artificial Regeneration				45	Ha	31,43,377.00					
NPV	Silviculture Hill	Block Plantations				9	Ha	11,86,228.00					



Category	Division	Particulars of work	Advance			Creation				Maintenance			
			Physical	Unit	Financial	Physical	Unit	Financial	DFL/NFL	Physical	Unit	Financial	Year of Maintenance
NPV	Silviculture North	Block Plantations				16	Ha	25,08,896.00					
CA	Bankura South		13.54	Ha	1,73,000.00								
CA	Kharagpur		22	Ha	14,52,000.00								
CA	Medinipur		7.6	Ha	6,59,680.80					4.03	Ha	1,00,750.00	2nd year
CA	Birbhum		1	Ha	46,000.00					5.6	Ha	1,75,887.00	1st year
CA	Durgapur					0.133	Ha	8,011.00	NFL	65.63	Ha	12,26,757.00	1st year
CA	Kangsabati North									9	Ha	2,37,000.00	1st year- 4 ha, 2nd year- 3 ha, 3rd year- 2 ha.
CA	Bankura North									11.97	Ha	1,51,886.00	1st year- 0.192 ha, 3rd year- 4 ha, 4th year- 7.78 ha.
CA	Purulia									27.97	Ha	8,65,040.00	1st year- 25 ha, 3rd year- 2 ha,
CA	Rupnarayan									1	Ha	25,000.00	2nd year- 1 ha
CA	Kharagpur									27	Ha	6,59,000.00	2nd year- 25 ha, 3rd year- 2 ha.
CA	Jhargram									88.73	Ha	28,39,360.00	1st year
CA	Jhargram									59	Ha	19,34,403.00	
CA	Birbhum			Ha						105	Ha	99,872.00	

Category	Division	Particulars of work	Advance			Creation				Maintenance			
			Physical	Unit	Financial	Physical	Unit	Financial	DFL/NFL	Physical	Unit	Financial	Year of Maintenance
NPV	Durgapur	Artificial Regeneration		Ha		50	Ha	25,59,704.00					
NPV	Birbhum	Artificial Regeneration		Ha		170	Ha	119,03,313.00					
NPV	Silviculture South	Block Plantations		Ha		25	Ha	34,99,936.00					
NPV	Kangsabati North	Encroachment recovery plantation		Ha		30.5	Ha	28,95,243.00					
NPV	Kangsabati South	Encroachment recovery plantation		Ha		23.17	Ha	21,99,435.00					
NPV	Purulia	Encroachment recovery plantation		Ha		10	Ha	9,46,376.00					
NPV	Rupnarayan	Encroachment recovery plantation		Ha		31	Ha	19,39,244.00					
Total			231.79		77,01,195.80	507.503		397,73,238.32		637.54		130,58,539.00	



**Annexure-II**  
**Non-Plantation works of WB CAMPA for the year 2019-20**

SL No.	Circle/ Division	Nature of Work	Physical	Financial (Rs.)
1	DFO/Kurseong Division	Construction of Boundary Wall in Bagdogra Range under Kurseong Division.	144 mts + 4.7 mts gate x 2 mts high above tie beam	5,82,005.00
		Wildlife Management (Elephant Management) towards Hiring vehicle of different ranges(not included in APO 2019-20)	36 nos	5,40,000.00
		<b>Total =</b>		<b>1122005.00</b>
2	DFO/Darjeeling Forest Division	<b>Forest Protection-</b> Wages of laborers, hiring vehicles for the purpose of protection of plantation, forest & wildlife		3,00,000.00
		<b>Total =</b>		<b>300000.00</b>
3	DFO/Jalpaiguri Division	Hiring charges of vehicle for staff and veterinary doctors and the villagers during elephant depredation.		10,83,839.00
		Making electric fencing over 8.062 ha. of CA plantation of 2019 at North Diana Block	8.062 Ha	2,33,915.32
		Maintenance / Renovation of Field Staff quarters		1,45,848.00
		Administrative expenses		295.00
		<b>Total =</b>		<b>1463897.32</b>
5	DFO/Jaldapara Wildlife Division	Wages of laborers, hiring vehicles for the purpose of protection of plantation, forest & wildlife		3,94,320.00
		Construction of Group-C Quarter-1 Nos	1 Nos	6,83,503.00
		Group-D Quarters- 20 nos	20 Nos	8,17,675.00
		Administrative expenses		
		<b>Total =</b>		<b>1895498.00</b>
6	DFO/Gorumara Wildlife Division	<b>Forest protection</b> Additional fund for forest protection/elephant depredation & some essential work		14,95,303.00
		Construction of Toilets in JFMCs-25 nos		46,373.00
		Purchase of searchlights, crackers and battery		500.00
		Mitigation of human wildlife conflict by various measures including cost of driving out elephants from human habitations, Tea garden etc.		42,744.00
		Habitat improvement works including weed eradication, cut back and controlled burning etc.		4,00,000.00
		Organising Annual Biodiversity camp for assessing Biodiversity of NVNP including publication of report		4,67,517.00
		<b>Total =</b>		<b>2452437.00</b>

SL No.	Circle/ Division	Nature of Work	Physical	Financial (Rs.)
7	DFO/CoochBehar Division	Maintenance / Rennovation of Group-D-Quarter(used from available interest fund)	1 Nos	31,975.00
		Total =		31,975.00
8	DFO/Baikunthapur Forest Division	Maintenance of Group-C Quarters		1,68,000.00
		Maintenance of Group-D Quarters		40,000.00
		Administrative expenses		47.20
		Total =		2,08,047.20
11	DFO/Buxa Tiger Reserve West	Maintenance of Group-C Quarters- 5 nos		1,40,286.00
		Maintenance of Group-D Quarters- 20 nos		14,200.50
		Total =		1,54,486.50
12	DFO/Wildlife-I (Darjeeling Wildlife) Division			
		Payment of outstanding fuel bills used in hiring vehicle for protection and preventing of man-animal conflict		4,96,424.00
		Administrative expenses		295.00
		Total =		4,96,719.00
14	DFO/Kurseong Soil Conservation Division	Creation of Bamboo and slip plantation at TLDP-III & TLDP-IV (TLDP-III Bamboo Plantation Rs:- 17750/- & TLDP-IV Slip Plantation Rs:- 45000/-)	.50 Ha TLDP-III & 2.0 HA TLDP-IV	62,750.00
		CAT Plan Works (TLDP-III & IV) [ 25m3 DRM Wall TLDP-III & 618 m3 Boulder Sausage wall TLDP-IV & 170 rmt Bamboo Pallisade TLDP-IV)	25m3 DRM Wall TLDP-III & 618 m3 Boulder Sausage wall TLDP-IV & 170 rmt Bamboo Pallisade TLDP-IV	19,94,183.00
		Administrative expenses		33.66
		Total =		20,56,966.66
15	DFO/Silviculture Hills Division	Soil Conservation Works at Lloyd Botanical Garden, Darjeeling		3,60,896.00
		Soil And Moisture Conservation Works ay Lebong		27,90,700.00
		Maintenance of Group-C Quarters - 1 nos		98,961.00
		Administrative expenses		57.82
		Total =		32,50,614.82



SI No.	Circle/ Division	Nature of Work	Physical	Financial (Rs.)
16	DFO/Kalimpong Forest Division	Workshop on e-Green Watch Portal for 2 days during visit of PCCF, Campa		18,000.00
		Wages of laborers for the purpose of protection of plantation, forest & wildlife		5,00,000.00
		Administrative expenses		236.00
		Total =		5,18,236.00
17	DFO/Kangsabati (North) Division	<b>Forest Protection</b> - Engagement of local people and labourers to assist the staff in forest Divisions for protection of forest and wildlife including supply of search lights and hiring of vehicles		9,99,980.00
		Administrative expenses		535.50
		Total =		1000515.50
18	DFO/Panchet Forest Division	Construction of Toilets in JFMCs	30 nos	1,55,862.00
		Total =		155862.00
19	DFO/Kangsabati South Forest Division	Construction/Renovation of Group C-Quarter		-2,000.00
		Construction of Toilets in JFMCs		-14,261.00
		<b>Forest Protection</b> Engagement of local people and labourers to assist the staff in forest Divisions for protection of forest and wildlife including supply of search lights and hiring of vehicles.		29,99,290.00
		Administrative expenses		10,868.63
		Total =		2993897.63
20	DFO/Bankura South Division	Forest Protection and Elephant Management		10,00,000.00
		Total =		1000000.00
21	DFO/Bankura North Division	Forest Protection and Elephant Management		15,00,000.00
		Total =		1500000.00
22	DFO/Purulia Division	<b>Forest Protection-</b> Engagement of local people and labourers to assist the staff in forest Divisions for protection of forest and wildlife including supply of search lights and hiring of vehicles.		60,04,378.00
		Generating KML maps of diverted land for uploading in e-Green Watch Portal	2 Unit	1,90,000.00
		Administrative expenses(Bank Charges)		292.00
		Total =		6194670.00

SI No.	Circle/ Division	Nature of Work	Physical	Financial (Rs.)
23	DFO/Rupnarayan Division	<b>Forest Protection</b> - Engagement of local people and labourers to assist the staff in forest Divisions for protection of forest and wildlife including supply of search lights and hiring of vehicles.		44,99,134.00
		<b>Total =</b>		<b>44,99,134.00</b>
24	DFO/Kharagpur Division	<b>Forest Protection</b> - Engagement of local people and labourers to assist the staff in forest Divisions for protection of forest and wildlife including supply of search lights and hiring of vehicles.		64,94,823.00
		Construction of Toilets in JFMCs - 60 nos		95,366.00
		Administrative expenses		1,229.50
		<b>Total =</b>		<b>6591418.50</b>
25	DFO/Durgapur Division	Construction/ Renovation of Group C quarter 1 nos	1 Nos	1,60,989.00
		Solar light	8 Nos	2,00,000.00
		Administrative expenses		1,068.82
		<b>Total =</b>		<b>362057.82</b>
26	DFO/Medinipur Division	Engagement of local people and labourers to assist the staff in forest Divisions for protection of forest and wildlife including supply of search lights and hiring of vehicles.		85,00,000.00
		Construction of Toilets in JFMCs (in no)		1,00,177.00
		Implementation of Micro plan activities in JFMCs (in no)		4,94,153.00
		Maintenance of Group-C Quarters		2,25,428.00
		Maintenance of Group-D Quarters		3,40,567.84
		Administrative expenses		346.22
		<b>Total =</b>		<b>96,60,672.06</b>
27	DFO/Burdwan Forest Division	Purchase of Patrolling speed boat for protection of Dolphins, Turtle, Water Birds at river Bhagirathi	1 Nos	5,85,398.00
		Construction of 2 storied Range Office (Rs. 30,45,731.00) and construction of 2 nos. of group-D staff quarter @ 5,73,893.00 each (Rs. 11,47,786.00) at Katwa Social Forestry Range.		8,968.00
		Motorized patrolling boat for Monitoring Dolphin	1 Nos	8,00,000.00
		Solar light- 12 nos		1,781.00
		Administrative expenses		1,011.17
		<b>Total =</b>		<b>13,97,158.17</b>



SI No.	Circle/ Division	Nature of Work	Physical	Financial (Rs.)
28	DFO/24 Parganas North Forest Division	<b><u>Wildlife &amp; Bio-diversity management -</u></b>		
		Training of staff against Wildlife protection conservation		50,075.00
		<b>Total =</b>		<b>50,075.00</b>
29	Wildlife Headquarter	Purchase of tranquilization Equipments , Medicine etc.		10,14,220.00
		Guns, cartridges, searchlight etc.		3,04,980.00
		Repairing of cages, boundary walls at sanctuaries etc.		-92,570.00
		<b><u>Wildlife &amp; Bio-diversity management</u></b>		-
		Supply of snake catcher		1,46,000.00
		Preparation of publicity materials and create awareness to stop illegal capture and trade of wild animals		5,45,520.00
		Supply of food/medicine for rescued animal at wildlife rescue centre		1,77,704.00
		Organising workshop for participation and improvement of wildlife animals in North Bengal & South Bengal		67,550.00
		Purchase of equipments like camera traps and range finders for census of wild animals for use in different protected areas in West Bengal		5,00,000.00
		Purchase of office Equipment for establishment of control room at Wild animal rescue centre for monitoring of wild elephants of South Bengal		3,33,365.00
		Supply of tranquilizer gun with International Standard		2,00,000.00
		Cuddeback camera trap and logistics, Snake catching box small and big		7,00,000.00
		Operating 24x7 days toll free telephonic helpline to provide help in case of any disaster related with urban wildlife (Rs. 60,000.00) and food and medicine for rescued wildlife (Rs. 6,00,000.00)		6,60,000.00
		Hiring of veterinary services for treatment of rescued animals etc. (Rs. 3,60,000.00) and Labour, vehicle and POL for rescue and release of urban wildlife (Rs. 9,80,000.00)		13,40,000.00
		Interest Utilized as per field requirement and approval of CF, HQ.		1,93,321.68
		Administrative expenses		755.20
		<b>Total =</b>		<b>60,90,845.88</b>

SI No.	Circle/ Division	Nature of Work	Physical	Financial (Rs.)
30	DFO/Jhargram Training Centre (SFTI-Hijli)	Skill Development Programme & Training to JFMC , vide cheque no- 097256, dated - 10/05/19.		2,80,800.00
		Skill development training of JFMC at Hijli		6,48,316.00
		Administrative expenses		275.50
		Total =		9,29,391.50
31	DFO/Silviculture South Division	Establishment of modern nursery at kolkata for raising tall seedling		8,91,380.00
		Administrative expenses		803.00
		Total =		8,92,183.00
32	DFO/Purba Medinipur Division	<b>Forest Protection</b> -Engagement of local people and labourers to assist the staff in forest Divisions for protection of forest and wildlife including supply of search lights and hiring of vehicles.		10,00,000.00
		Total =		10,00,000.00
33	DFO/Birbhum Division	Construction/ Rennovation of Group C quarter 1 nos	1 Nos	1,23,113.00
		Administrative expenses		128.06
		Total =		1,23,241.06
34	DFO/Jhargram Division	<b>Forest Protection</b> - Engagement of local people and labourers to assist the staff in forest Divisions for protection of forest and wildlife including supply of search lights and hiring of vehicles		60,00,000.00
		Administrative expenses		3,317.00
		Total =		60,03,317.00
GRAND TOTAL				643,95,321.62